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राज्य सरकार तथा अन्य राज्य-प्राधिकारियों द्वारा जारी किये गये (सामान्य आदेशों, उप-विधियों आदि को सम्मिलित करते हुए) सामान्य कानूनी नियम।

DEPARTMENT OF PERSONNEL

(A-Gr.-II)

NOTIFICATION

Jaipur, June 27, 2024

G.S.R.10 .-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Rajasthan hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the posts in the Rajasthan Governor's Secretariat (State, Subordinate, Ministerial and Class-IV) Services, namely:-

PART-I

General

1. Short title and commencement.-(1) These rules may be called the Rajasthan Governor's Secretariat (State, Subordinate, Ministerial and Class-IV) Service Rules, 2024.

(2) They shall come into force from the date of their publication in the Official Gazette.

2. Definitions.-In these rules, unless the context otherwise requires,-

(a) **"Administrative Department"** means the General Administration Department and Cabinet Secretariat, Rajasthan;

(b) **"Appointing Authority"** means, in respect of the posts included in Schedule I, II and III the Additional Chief Secretary/Principal Secretary/Secretary to the Governor and in respect of posts included in Schedule IV the Deputy Secretary to the Governor and includes such other Officer or the Authority who may, with the approval of the State Government, be specially empowered by the Additional Chief Secretary/Principal Secretary/Secretary to the Governor to exercise the powers and perform the functions of the Appointing Authority;

(c) **"Board"** means the Rajasthan Staff Selection Board;

(d) **"Commission"** means the Rajasthan Public Service Commission;

(e) **"Department"** means the Rajasthan Governor's Secretariat;

(f) **"Direct recruitment"** means recruitment made in accordance with the procedure prescribed under Part-IV of these rules;

(g) **"Government"** means the Government of Rajasthan;

(h) **"Member of the service"** means a person appointed to a post in the service on the basis of regular selection under the provisions of these rules or the rules or orders superseded by these rules;

(i) **"Promotion Committee"** means the Promotion Committee constituted under rule 32;

(j) **"Schedule"** means the Schedule(s) appended to these rules;

(k) **"Selection Committee"** means the Selection Committee constituted under rule 28;

(l) **"Service"** or **"experience"** wherever prescribed in these rules as a condition for promotion from one service to another or within the service from one category to another or to senior posts, in the case of a person holding a lower post eligible for promotion to higher post shall include the period for which the person has continuously worked on such lower post after regular selection in accordance with rules promulgated under proviso to Article 309 of the Constitution of India;

Note: Absence during service e.g. training, leave and deputation etc. which are treated as "duty" under the Rajasthan Service Rules, 1951 shall also be counted as service for computing experience or service required for promotion;

(m) **"Service"** means the Rajasthan Governor's Secretariat State, Subordinate, Ministerial and Class-IV Service;

(n) **"State"** means the State of Rajasthan;

(o) **"Substantive appointment"** means an appointment made under the provisions of these rules to a substantive vacancy after due selection by any of the methods of recruitment prescribed under these rules and includes an appointment on probation or as a probationer trainee followed by confirmation on the completion of the probation period;

Note: "Due selection by any of the methods of recruitment prescribed under these rules" shall include recruitment either on initial constitution of service or in accordance with the provisions of any rules promulgated

under proviso to Article 309 of the Constitution of India, except an urgent temporary appointment; and

(p) **"Year"** means the financial year.

3. Interpretation.-Unless the context otherwise requires, the Rajasthan General Clauses Act, 1955 (Act No. VIII of 1955) shall apply for the interpretation of these rules as it applies for the interpretation of any Rajasthan Act.

PART-II

Cadre

4. Composition and strength of the Service.- (1) The nature of posts included in each category of the Service shall be as specified in column 2 of the Schedules.

(2) The strength of the posts in the Service shall be such as may be determined by the Government, from time to time:

Provided that the Government may,-

(a) create any post(s), permanent or temporary, from time to time, as may be considered necessary and may abolish any such post(s) in the like manner without thereby entitling any person to any compensation; and

(b) leave unfilled or hold in abeyance or abolish any post, permanent or temporary, from time to time, without thereby entitling any person to any compensation.

5. Initial constitution of the Service.-The Service shall consist of,-

(a) all persons holding substantively the post(s) specified in Schedules on the date of commencement of these rules;

(b) all persons regularly recruited to the post(s) included in the Service before the commencement of these rules; and

(c) all person recruited to the service under the provisions of these rules, except an urgent temporary appointment under rule 35.

PART-III

Recruitment

6. Methods of recruitment.-(1) Recruitment to the posts in the Service after the commencement of these rules shall be made by the following methods in proportion as indicated in column 3 and 4 of the Schedules, as the case may be,-

(a) by direct recruitment in accordance with the procedure laid down in part IV of these rules; and

(b) by promotion in accordance with the procedure laid down in Part V of these rules.

(2) Recruitment to the service by the aforesaid methods shall be made in such a manner that the persons so appointed to the service by each method do not at any time exceed the percentage laid down in the rules/Schedules of the total cadre-strength as sanctioned for each category, from time to time:

Provided that if the Appointing Authority, in consultation with the Commission, where necessary, is satisfied that suitable persons are not available for appointment by either method of recruitment in a particular year, appointment by the other method in relaxation of the prescribed proportion may be made in the same manner as specified in these rules.

(3) Notwithstanding anything contained in these rules, recruitment, appointment, promotion, seniority and confirmation etc. of a person who joins the Army/Air Force/Navy during an Emergency shall be regulated by such orders and instructions as may be issued by the Government, from time to time and the same shall be regulated *mutatis mutandis* according to the instructions issued on the subject by the Government of India.

7. Compassionate appointment of dependents of the deceased / permanently incapacitated personnel of Armed Forces, Central Armed Police Forces (CAPF) and Indian Coast Guard.- (1) Notwithstanding anything contained in these rules, the Appointing Authority may fill the vacancies, subject to fulfillment of the educational qualifications and other service conditions prescribed under these rules with the concurrence of the Department of Personnel and the Rajasthan Public Service Commission, if the post falls within the purview of the Commission, of the,-

(i) posts upto level in pay matrix L-10 to be filled in by direct recruitment by appointing on compassionate ground to one of the dependents of a member of Armed Forces who was or is a bonafide resident of the State and died/dies or became/becomes permanently incapacitated on or after 01.01.1972, in any defence operations including counter insurgency/counter terrorism operations and declared Battle Casualty by the Ministry of Defence, Government of India;

(ii) posts upto level in pay matrix L-10 to be filled in by direct recruitment by appointing on compassionate ground to one of the dependents of a member of Armed Forces who was or is a bonafide resident of the State and died/dies or became/becomes permanently incapacitated in any incident on or after 01.04.1999 and declared Physical Casualty by the Competent Authority of respective Headquarters of the Armed Forces; and

(iii) posts upto level in pay matrix L-10 to be filled in by direct recruitment by appointing on compassionate ground to one of the dependents of a member of Central Armed Police Forces (CAPF) and Indian Coast Guard who was or is a bonafide resident of the State and died/ dies or became/becomes permanently incapacitated on or after 01.04.1999 in any defence operations including

counter insurgency/ counter terrorism operations and declared Operational Casualty by the Ministry of Home / Defence, Government of India:

Provided that,-

(a) the permanently incapacitated personnel of Armed Forces, Central Armed Police Forces (CAPF) and Indian Coast Guard who are capable of and desirous of obtaining employment for themselves under the State Government then the employment shall be given to them;

(b) the widow/ widower or the dependent of deceased or permanently incapacitated personnel of the Armed Forces, Central Armed Police Forces (CAPF) and Indian Coast Guard are not in a position to take up employment immediately, employment will be given to them on acquiring of eligibility.

(2) Appointment shall not be given to such dependent or any of the other dependents of the Armed Forces, Central Armed Police Forces (CAPF) and Indian Coast Guard, if any one of the dependents is already employed on regular basis under the Central Government, any State Government or Statutory Board /Organization / Corporation owned or controlled wholly or partially by the Central or any State Government at the time of death of personnel or permanent incapacitation of personnel of Armed Forces, Central Armed Police Force (CAPF) and Indian Coast Guard:

Provided that this condition shall not apply where the incapacitated person or widow/ widower seeks employment for himself/ herself.

(3) Permanently incapacitated personnel / such dependent shall submit an application for the appointment to Zila Sainik Kalyan Adhikari and the Zila Sainik Kalyan Adhikari shall process with concerned Record Office/Designated Office/Service Headquarters of the personnel of Armed Forces, Central Armed Police Forces (CAPF) and Indian Coast Guard for verification. The application shall be considered in relaxation of the normal recruitment rules subject to the condition that respective Service HQ/Records Office/Designated office duly verifies and the applicant fulfills the academic qualifications, experience and age limit prescribed for a particular post and also otherwise qualified for the Government Service.

(4) After fulfilling conditions mentioned in sub-rule(3) above, the application of such dependent/permanently incapacitated personnel shall be forwarded to the District Collector concerned for suitable appointment according to the qualifications possessed by the permanently incapacitated personnel /dependent. In the event of non-availability of vacancy in the district concerned, the application shall be sent to the Divisional Commissioner who shall arrange appointment in any of districts under his jurisdiction. If vacant post is not available under the jurisdiction of the Divisional Commissioner, then the application shall be referred by the Divisional Commissioner to the Department of Personnel (A-II) for providing appointment.

(5) The application shall contain the following information, namely:-

(a) Name and designation of deceased/permanently incapacitated personnel of Armed Forces, Central Armed Police Forces (CAPF) and Indian Coast Guard;

(b) Unit in which he/she was serving prior to death/becoming permanently incapacitated;

(c) Date and place of death with death certificate issued by the Authority competent to declare him/her a Battle Casualty/Operational Casualty/ Physical Casualty;

(d) in case of permanent incapacitation,Certificate of permanent incapacitation (Disability Certificate); and

(e) Name, date of birth, educational qualifications of the applicant and his/her relation with the deceased/ permanently in capacitated personnel (Battle Casualty/Operational Casualty / Physical Casualty).

Explanation: For the purpose of this rule,-

(i) **"Armed Forces"** means the Army, Navy and Air Force of the Indian Union.

(ii) **''Central Armed Police Forces (CAPF)"** means Border Security Force, Central Reserve Police Force, Indo-Tibetan Border Police, Central Industrial Security Force, National Security Guard, Assam Riffles, Sashastra Seema Bal, as may be notified by Central or State Government, from time to time.

(iii) **"Indian Coast Guard"** means the force to ensure the security of Indian Coastal Regions and are working under the Ministry of Defence, Government of India.

(iv) **"Dependent"** means,-

(a) Spouse, or

(b) Son/son adopted by the deceased/permanently incapacitated personnel of Armed Forces, Central Armed Police Forces (CAPF), Indian Coast Guard before the time of his/her death/ permanent incapacitation; or

(c)Unmarried daughter/unmarried adopted daughter, widowed daughter/ divorced daughter who is wholly dependent on deceased/ permanent incapacitated personnel of Armed Forces, Central Armed Police Forces (CAPF), Indian Coast Guard before his / her death / permanent incapacitation, or

(d) Married daughter, if no other dependents of the deceased/permanently incapacitated personnel of Armed Forces, Central Armed Police Forces (CAPF) and Indian Coast Guard mentioned in clause (b) and (c) above is available , or

(e)Mother, father, unmarried brother or unmarried sister in case of unmarried deceased/permanent incapacitated personnel of Armed Forces, Central Armed Police Forces(CAPF) and Indian Coast Guard,or

Note: "Adopted son/daughter" means legally adopted son/ daughter under the Hindu Adoption and Maintenance Act, 1956. For dependents belonging to other than Hindu religion, case will be referred to the Department of Personnel (A-II) for necessary clarification.

(v) **"Permanently incapacitated"** means a soldier / person having minimum 40% disability and who has been declared permanently incapacitated by the respective Approving and Confirming Medical Authority of Army, Indian Navy, Indian Air Force, Central Armed Police Forces (CAPF) or Indian Coast Guard, as the case may be.

8. Compassionate appointment of dependents of the deceased persons, who died or declared dead after missing in Uttarakhand Tragedy-2013.- (1) Notwithstanding anything contained in these rules the Appointing Authority may fill the vacancies of the post upto level in pay matrix L-9 to be filled in by direct recruitment by appointing on

compassionate ground to one of the dependents of a person who was bonafide resident of the State of Rajasthan and died in the Uttarakhand tragedy-2013 or declared dead after missing in such tragedy of 2013, subject to the condition that,-

(i) the dependent must be a bonafide resident of the State of Rajasthan; and

(ii) the dependent fulfills academic and other qualifications and other conditions prescribed under these rules for respective post:

Provided that the procedural requirement for selection such as,-

(a) computer qualification shall not be insisted upon at the time of appointment. The dependent shall have to possess any of the computer qualification as prescribed in the relevant rules within the period of probation, failing which his/her probation shall be deemed to be extended, unless the appointing authority terminates his/her services finding the performance wholly unsatisfactory;

(b) training or departmental examination or typing on computer shall not be insisted upon at the time of appointment. The dependents shall however, be required to clear such training or departmental examination or typing test on computer in any one language, either in English or in Hindi, within a period of three years, unless the period is relaxed by the Department of Personnel, for entitlement for confirmation, failing which his/her appointment shall be liable to be terminated. No annual grade increments shall be allowed until he/she acquires such qualification. On acquiring such qualification, annual grade increments shall be allowed notionally from the date of appointment but no arrears shall be paid.

Provided further that the widow appointed under the provisions of these rules shall be exempted from having computer qualification and passing the typing test on computer.

Provided also that the person with benchmark disability appointed under the provisions of this rule shall be exempted from passing the typing test on computer.

(2) Appointment shall not be given to such dependent, if any one of the dependents of such deceased or declared as dead after missing is already employed on regular basis under the Central/any State Government or Statutory Board/Organisation/Corporation owned or controlled wholly or partially by the Central/any State Government at the time of death of the deceased or declaration of death of missing person:

Provided that this condition shall not apply where the widow seeks employment for herself.

Provided further that in case, the number of persons who died or declared dead after missing are more than one of any family, only one dependent shall be considered for appointment on compassionate ground.

(3) Such dependent shall submit an application for appointment to the District Collector concerned. The District Collector shall forward the application with his recommendations to the Disaster Management, Relief & Civil Defence Department for verification. After the verification of death or declaration of death of such deceased, the application of such dependent shall be forwarded to the District Collector concerned for suitable appointment. In the event of non-availability of vacancy in the district concerned, the application shall be sent to the Divisional Commissioner who will arrange appointment in any District under his jurisdiction. If vacant post is not available under the jurisdiction of the Divisional Commissioner, the application shall be referred by the Divisional Commissioner to the Department of Personnel (A-II) for providing appointment.

Explanation: For the purpose of this rule Dependent means,-

(i) spouse; or

(ii) son including son legally adopted by the person died or declared dead after missing during his/her life time; or

(iii) unmarried/widowed/divorced daughter including legally adopted daughter by the person died or declared dead after missing during his/her life time; or

(iv) married daughter, if no other dependent mentioned in clause (ii) and (iii) above is available; or

(v) mother, father, unmarried brother or unmarried sister in case of unmarried person died or declared dead after missing,

who was wholly dependent on the person died or declared dead after missing at the time of his/her death.

(4) Notwithstanding anything contained in this rule persons who were appointed in pursuance of relief package dated 29-07-2013 issued by the Disaster Management and Relief Department shall be deemed to be appointed under the provisions of this rule from the date of commencement of the Rajasthan Various Service (Vth Amendment) Rules, 2022, if they are otherwise eligible for appointment under this rule.

9. Reservation of vacancies for the Scheduled Castes and the Scheduled Tribes.- (1) Reservation of vacancies for the Scheduled Castes and Scheduled Tribes shall be in accordance with the provisions of law in force at the time of recruitment i. e., by direct recruitment and by promotion.

(2) The vacancies so reserved for promotion shall be filled in by seniority-cum-merit and merit.

(3) In filling the vacancies so reserved the eligible candidates who are members of the Scheduled Castes or the Scheduled Tribes shall be considered for appointment in the order in which their names appear in the list prepared for direct recruitment by the Commission/ Board or the Selection Committee, as the case may be, and for promotion by the Promotion Committee irrespective of their relative rank as compared with other candidates.

(4) Appointment shall be made strictly in accordance with the roster prescribed for direct recruitment and promotion.

(5) In the event of non-availability of the eligible and suitable candidates amongst the Scheduled Castes or the Scheduled Tribes, as the case may be, for direct recruitment in a particular year, the vacancies so reserved for them shall be carried forward to the subsequent three recruitment years. After expiry of three recruitment years, such carried forward vacancies shall be filled in accordance with the normal procedure:

Provided that,-

(i) if recruitment is not held in any recruitment year, such recruitment year shall not be counted for the purpose of this sub-rule;

(ii) filling up of vacancies in accordance with the normal procedure under this sub-rule shall not affect the reservation of posts as per the post based roster and vacancies on the reserved posts available in the roster may be filled in from

amongst the persons belonging to the Scheduled Castes or Scheduled Tribes, as the case may be, for which such vacancy is available in subsequent years.

(6) In the event of non-availability of the eligible and suitable candidates for promotion amongst the Scheduled Castes or the Scheduled Tribes, as the case may be, in a particular year, the vacancies so reserved for them shall be carried forward until the suitable Scheduled Castes or the Scheduled Tribes candidate(s), as the case may be, are available. In any circumstances no vacancy reserved for Scheduled Castes and the Scheduled Tribes candidates shall be filled in by promotion from General Category candidates. In exceptional cases, where in the public interest the Appointing Authority feels that it is necessary to fill up the vacant reserved post(s) by promotion from the General Category candidate(s) on urgent temporary basis, the Appointing Authority may make a reference to the Department of Personnel and after obtaining prior approval of the Department of Personnel, they may fill up such post(s) by promoting General Category candidate(s) on urgent temporary basis clearly stating in the promotion order that the General Category candidate(s) who are being promoted on urgent temporary basis against the vacant post reserved for Scheduled Castes or the Scheduled Tribes candidates, as the case may be, shall have to vacate the post as and when the candidate(s) of that category become available:

Provided that there shall be no carry forward of the vacancies in posts or class/category/group of posts in any cadre or service to which promotions are made on the basis of merit alone under these rules.

10. Reservation of vacancies for the Backward Classes and More Backward Classes.-Reservation of vacancies for the Backward Classes and More Backward Classes shall be in accordance with the provisions of law in force at the time of direct recruitment. In the event of non-availability of the eligible and suitable candidates amongst the Backward Classes and More Backward Classes in a particular year, the vacancies so reserved for them shall be carried forward to the subsequent three recruitment years. After the expiry of three recruitment years, such carried forward vacancies shall be filled in accordance with the normal procedure:

Provided that,-

(i) if recruitment is not held in any recruitment year, such recruitment years shall not be counted for the purpose of this rule.

(ii) filling up of the vacancies in accordance with the normal procedure under this rule shall not affect the reservation of posts as per the post based roster and vacancies on the reserved posts available in the roster may be filled in from

amongst the persons belonging to the Backward Classes and more Backward Classes, as the case may be, for which such vacancy is available in subsequent years.

11. Reservation of vacancies for Economically Weaker Sections.-Reservation of vacancies for Economically Weaker Sections shall be 10% in direct recruitment in addition to the existing reservation. In the event of non-availability of the eligible and suitable candidates amongst the Economically Weaker Sections in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure.

Explanation.-For the purpose of this rule, **"Economically Weaker Sections"** shall be the person who are bona fide resident of Rajasthan and not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes, the Backward Classes, More Backward Classes and whose family has gross annual income below Rs.8.00 lakh. Family for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to year of application.

12. Reservation of vacancies for woman candidates.-Reservation of vacancies for woman candidates shall be 30%, category wise, in direct recruitment out of which one third shall be for widows and divorced women candidates in the ratio of 80:20. In the event of non-availability of the eligible or suitable candidates, either in widow or in divorcee, in a particular year, the vacancies may first be filled in by interchange i.e. vacancies reserved for widows to the divorcees or vice-versa. In the event of non availability of sufficient widow and divorcee candidates, the unfilled vacancies shall be filled by other women of the same category and in the event of non-availability of eligible or suitable women candidates, the vacancies so reserved for them shall be filled up by male candidates of the category for which vacancy is reserved. The vacancy so reserved for women candidates shall not be carried forward to the subsequent year. The reservation for women including widows and divorcee women shall be treated as horizontal reservation, within the category i.e. even the woman selected in general merit of category shall first be adjusted against women quota.

Explanation: In case of a widow, she will have to furnish a certificate of death of her husband from the Competent Authority and in case of a divorcee, she will have to furnish the proof of divorce.

13. Reservation of vacancies for the outstanding sportspersons.-Reservation of vacancies for outstanding sportspersons shall be 2**%**of the total vacancies outside the purview of the Commission in that year earmarked for direct recruitment. In the event of non-availability of the eligible and suitable sports persons in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure and such vacancies shall not be carried forward to the subsequent year. The reservation for sportspersons shall be treated as horizontal reservation and it shall be adjusted in the respective category to which the sportsperson(s) belong.

Explanation: "Outstanding sportspersons" shall mean sports persons who are bona fide resident of the State of Rajasthan, and,-

(i) represented Indian Team in individual or in team event in any international tournament/championship of any sports and games mentioned in column number 3 of table given below organized by the international sports body mentioned in column number 2 of the said table,-

Table

S.No.	International sports body	Name of the tournament/championship
1	2	3
1.	International Olympic Committee (IOC)	Olympic Games (Summer)
2.	Olympic Council of Asia (OCA)	Asian Games
3.	South Asian Olympic Council (SAOC)	South Asian Games; commonly known as SAF Games
4.	Commonwealth Games Federation (CGF)	Commonwealth Games
5.	International Sports Federation affiliated to IOC	World Cup/World Championship
6.	Asian Sports Federation affiliated to OCA	Asian Championship
7.	International School Sports Federation (ISSF)	International School Games/ Championship

8.	Asian School Sports Federation (ASSF)	Asian School Games/ Championship

or

(ii) medal winner in individual or in team event in any School National Games of any sports and Games organized by School Games Federation of India;

or

(iii) medal winner in the individual or in team event in any national tournament/Championship of any sports and games organized by the Indian Olympic Association or its affiliated National Sports Federation (NSF);

or

(iv) medal winner in the all India inter university tournament in individual or in a team event in the any sports and games, recognized by association Indian universities;

or

(v) represented Rajasthan in individual or in a team event in national games/national para games or national championship/para national championship of sports and games, organized by India Olympic Association/Para Olympic Committee of India or its affiliated National Sports Federation.

14. Nationality.-Candidate for appointment to the service must be,-

(a) a citizen of India; or

(b) a subject of Nepal; or

(c) a subject of Bhutan; or

(d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Ceylon and East African Countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawai, Zaire and Ethiopia, with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government in the Department of Home Affairs and Justice after proper verification.

15. Conditions of eligibility of persons migrated from other countries to India.- Notwithstanding anything contained in these rules, provisions regarding eligibility for

recruitment to the service with regard to nationality, age limit and fee or other concession to a person who may migrate from other countries to India with the intention of permanently settling in India shall be regulated by such orders or instructions as may be issued by the State Government, from time to time and the same shall be regulated *mutatis mutandis* according to the instructions issued on the subject by the Government of India.

16. Determination of vacancies.-(1) Subject to the provisions of these rules, the Appointing Authority shall determine on 1st April every year, the actual number of vacancies occurring during the financial year.

(2) Where a post is to be filled in by a single method as prescribed in these rules or Schedules, the vacancies so determined shall be filled in by that method.

(3) Where a post is to be filled in by more than one method as prescribed in the rules or Schedules, the apportionment of vacancies, determined under sub-rule (1) above, to each such method shall be done maintaining the prescribed proportion for the overall number of posts already filled in. If any fraction of vacancies is left over after apportionment of the vacancies in the manner prescribed above, the same shall be apportioned to the quota of various methods prescribed in continuous cyclic order giving precedence to the promotion quota.

(4) The Appointing Authority shall also determine the vacancies of earlier year(s), year-wise which are required to be filled in by promotion, if such vacancies were not determined and filled earlier in the year in which they were required to be filled in.

17. Age.-A candidate for direct recruitment to the post(s) enumerated in Schedules must have attained the age of 18 years and must not have attained the age of 40 years on the 1st day of January next following the last date fixed for receipt of applications:

Provided that,-

(i) the upper age limit shall be relaxed by-

(a) 5 years in case of male candidates belonging to Scheduled castes, Scheduled Tribes, Backward Classes, More Backward Classes and Economically Weaker Sections;

(b) 5 years in case of women candidates belonging to General Category;

(c) 10 years in case of women candidates belonging to the Scheduled Castes, Scheduled Tribes, Backward Classes, More Backward Classes and Economically Weaker Sections;

(ii) the upper age limit mentioned above shall not apply in the case of an ex-prisoner who had served under the Government on a substantive basis on any post before his/her conviction and was eligible for appointment under these rules;

(iii) in the case of other ex-prisoners, the upper age limit mentioned above shall be relaxed by a period equal to the term of imprisonment served by him/her provided that he/she was not overage before his conviction and was eligible for appointment under these rules;

(iv) the upper age limit mentioned above shall be relaxed by a period equal to the service rendered in the N.C.C. in the case of Cadet Instructors and if the resultant age does not exceed the prescribed maximum age limit by more than three years, they shall be deemed to be within the prescribed age limit;

(v) there shall be no upper age limit in the case of widow and divorcee women;

Explanation: In the case of widow, she will have to furnish a certificate of death of her husband from the Competent Authority and in case of divorcee, she will have to furnish the proof of divorce;

(vi) the persons appointed temporarily to a post in the service shall be deemed to be within the age limit, had they been within the age limit when they were initially appointed even though they have crossed the age limit when they appear finally before the Appointing Authority and shall be allowed up to two chances, had they been eligible as such at the time of their initial appointment;

(vii) the upper age limit mentioned above shall be 50 years in case of the ex-service personnel and the reservist, namely the defense personnel who were transferred to the Reserve;

(viii) the Released Emergency Commissioned Officers and Short Service Commissioned Officers, after release from the Army, shall be deemed to be within the age-limit even though they have crossed the age limit when they appear before the Appointing Authority, had they been eligible as such at the time of their joining the commission in the Army; and

(ix) if a candidate would have been entitled in respect of his/her age for direct recruitment in a year in which no such recruitment was held, he shall be deemed to be eligible in the next following recruitment, if he/she is not overage by more than 3 years.

(x) the person who was within the age limit on 31.12.2020 shall be deemed to be within the age limit upto 31.12.2024.

18. Academic and technical qualifications and experience.-A candidate for direct recruitment to the post(s) specified in Schedules shall possess,-

(i) the qualification and experience as prescribed in column 5 of the Schedules; and

(ii) working knowledge of Hindi written in Devnagari Script and knowledge of Rajasthani culture:

Provided that the person who has appeared or is appearing in the final examination of the course which is the requisite educational qualification for the post as mentioned in these rules or Schedules for direct recruitment, shall be eligible to apply for the post but he/she shall have to submit the proof of having acquired the requisite educational qualification to the appropriate selection agency,-

(i) before appearing in the main examination, where selection is made through two stages of written examination and interview;

(ii) before appearing in interview, where selection is made through written examination and interview; and

(iii) before appearing in the written examination or interview, where selection is made only through written examination or only interview, as the case may be.

19. Character.-The character of a candidate for direct recruitment to the Service must be such as will qualify him for employment in the service. He/she must produce a certificate of good character from the Principal/Academic Officer of the University or College or school in which he/she was last educated and two such certificates written not more than six months prior to the date of application from two responsible persons not connected with his college or university or school and not related to him/her.

Note: (1) A conviction by a Court of law need not itself involve the refusal of a certificate of good character. The circumstances of the conviction should be taken into account and if they involve no moral turpitude or association with crimes or violence or with a movement which has as its object to over throw by violent means of Government as established by law, the mere conviction need not be regarded as a disqualification.

(2) Ex-prisoners who by their disciplined life while in prison and by their subsequent good conduct have proved to be completely reformed should not be discriminated against on grounds to the previous conviction for purposes of employment in the service. Those who are convicted of offenses not involving moral turpitude shall be deemed to have been completely reformed on the production of a report to that effect from the Superintendent 'After Care Home' or if there are no such homes in a particular District, from the Superintendent of Police of that District.

(3) Those convicted of offenses involving moral turpitude shall be required to produce a certificate from the Superintendent, "After Care Home" or if there is no such home in a particular District from the Superintendent of police of that District, endorsed by the Inspector General of Prisons to the effect that they are suitable for employment as they have proved to be completely reformed by their disciplined life while in prison and by their subsequent good conduct in an "After Care Home".

20. Physical fitness.-A candidate for direct recruitment to the Service must be in good mental and bodily health and free from any mental and physical defect likely to interfere with the efficient performance of his/her duties as member of the Service and if selected, must produce a certificate to this effect from a Medical Authority notified by the Government for the purpose. The Appointing Authority may dispense with production of such certificate in the case of candidate who is already serving in connection with the affairs of the State, if he/she has already been medically examined for the previous appointment and the essential standards of medical examination of the two posts held by him/her are held to be comparable for efficient performance of duties of the new post(s) and his age has not reduced his efficiency for the purpose.

21. Employment of irregular or improper means.-A candidate who is or has been declared by the Commission/Board/Appointing Authority guilty of impersonation or of submitting fabricated documents, which have been tampered with or of making statements which are incorrect or false or of suppressing material information or using or attempting to use unfair means in the examination or interview or otherwise resorting to any other irregular or improper means for obtaining admission to the examination or appearance at any interview may, in addition to rendering himself liable to criminal prosecution, be debarred either permanently or for a specified period,-

(a) by the Commission/Board/Appointing Authority from admission to any examination or appearance at any interview held by the Commission/Board/Appointing Authority for selection of candidates; and

(b) by the Government from employment under the Government.

22. Canvassing.-No recommendation for direct recruitment either written or oral other than that required under the rules shall be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his/her candidature by any means may disqualify him/her for recruitment.

PART-IV

Procedure for direct recruitment

23. Frequency of direct recruitment.-Direct recruitment to the posts specified in the Schedules shall be held at least once in a year unless the Government decides that a direct recruitment for any of these posts shall not be held in a particular year.

24. Inviting of applications.-Applications for direct recruitment to posts in the service shall be invited by the Commission/Board or Appointing Authority, as the case may be, by advertising the vacancies to be filled in, in the Official Gazette or on its official website or in such other manner as may be deemed fit. The advertisement shall contain a clause that a candidate who accepts the assignment on the post being offered to him/her shall be paid monthly fixed remuneration at the rate fixed by the Government, from time to time, during the period of probation and pay in Level in Pay Matrix of the post as shown elsewhere in the advertisement shall be allowed only from the date of successful completion of the period of probation mentioned in the rules:

Provided that while selecting candidates for vacancies so advertised, the Commission/Board or Appointing Authority, as the case may be, if intimation of additional requirement not exceeding 50% of the advertised vacancies is received by it before selection, may also select suitable persons to meet such additional requirement.

25. Form of application.-The application shall be made in the form approved by the Commission/Board or Appointing Authority, as the case may be, obtainable from the office of the Commission/Board or Appointing Authority, as the case may be, on payment of such fee, if any, as may be fixed by the Commission/Board or Appointing Authority, as the case may be, from time to time.

26. Application fee.-A candidate for direct recruitment to a post in the service shall pay to the Commission/Board or Appointing Authority, as the case may be, such fees as are fixed by them/it from time to time in such manner as may be indicated by them/it.

27. Scrutiny of applications.-The Commission/Board or Appointing Authority, as the case may be, shall scrutinize the applications received by it and require, as many candidates qualified for appointment under these rules as seem to them/it desirable, to appear in written examination:

Provided that the decision of the Commission/Board or Appointing Authority, as the case may be, regarding the eligibility or otherwise of a candidate shall be final.

28. Selection Committee.-The Additional Chief Secretary/ Principal Secretary/Secretary to the Governor shall constitute, a Selection Committee, from

time to time, for selection of the candidates for direct recruitment to the posts enumerated in the Schedule III and IV, which shall comprise of the following, namely:-

1.	Director (Tribal Welfare)-cum-Joint Secretary to the Governor	Chairman
2.	Any officer not below the rank of Deputy Secretary nominated by the Principal Secretary DOP.	Member
3.	Controller, Governor House	Member
4.	One Trade Expert nominated by the Additional Chief Secretary/Principal Secretary/Secretary to the Governor	Member
5.	Deputy Secretary to the Governor	Member Secretary

29. Recommendations of the Commission/Board/Selection Committee.-The Commission/Board or Selection Committee, shall prepare a list of the candidates whom it consider suitable for appointment to the posts concerned and arrange in order of merit and forward the same to the Appointing Authority:

Provided that the Commission/Board or Selection Committee may, to the extent of 50% of the advertised vacancies, keep names of suitable candidates on reserve list. Names of such candidates may, on requisition, be recommended in order of merit to the Appointing Authority within six months of the date on which original list is forwarded to the Appointing Authority.

30. Disqualification for appointment.-(1)No candidate who has more than one spouse living shall be eligible for appointment to the service unless the Government after being satisfied that there are special grounds permissible under personal law for doing so, exempt any candidate from the operation of this rule.

(2) No candidate who is married to a person having already a spouse living shall be eligible for appointment to the service unless the Appointing Authority in consultation with the Government, after being satisfied that there are special grounds for doing so, exempt any female candidate from the operation of this rule.

(3) No married candidate shall be eligible for appointment to the service if he/she had at the time of marriage or at any time thereafter accepted any dowry.

Explanation: For the purpose of this rule 'Dowry' has the same meaning as in the Dowry Prohibition Act, 1961 (Central Act No. 28 of 1961).

(4) No candidate shall be eligible for appointment to the service who has more than two children on or after 01.06.2002:

Provided that,-

(i) the candidate having more than two children shall not be deemed to be disqualified for appointment so long as the number of children he/she has on 1st June, 2002 does not increase;

(ii) where a candidate has only one child from earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children;

(iii) while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted; and

(iv) any candidate who performed remarriage which is not against any law and before such the marriage he is not disqualified for appointment under this sub-rule, he shall not be disqualified if any child is born out of single delivery from such remarriage.

(v) the provisions of this sub-rule shall not be applicable to the appointment of a widow and divorcee women.

31.Selection by the Appointing Authority.-Subject to the provisions of rule 9, 10,11, 12 and 13 the Appointing Authority shall select candidates in the order of merit in the list prepared under rule 29:

Provided that the inclusion of a candidate's name in the list confers no right to appointment unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that such candidate is suitable in all other respects for appointment to the post concerned.

PART-V

Procedure for recruitment by promotion

32. Constitution of the Promotion Committee.-Constitution of the Promotion Committee shall be as under:-

(a) For the post(s) falling within the purview of the Commission:

1.	Chairman of the Commission or a member there of nominated by him	Chairman

2.	Additional Chief Secretary/ Principal Secretary/Secretary to the Governor or his nominee not below the rank of the Joint Secretary to the Governor	Member
3.	Joint Secretary/Deputy Secretary to the Government in the Department of Personnel	Member
4.	Joint Secretary to the Governor/Deputy Secretary to the Governor	Member Secretary

(b) For the post(s) not falling within the purview of the Commission:

1.	Joint Secretary to the Governor/Deputy Secretary to the Governor	Chairman
2.	Joint Secretary/Deputy Secretary to the Government in the Department of Personnel	Member
3.	Controller, Governor House	Member
4.	Assistant Secretary to the Governor or any officer nominated by the Additional Chief Secretary/Principal Secretary/Secretary to the Governor	Member Secretary

Provided that in case any Member or Member-Secretary, as the case may be, constituting the Committee has not been appointed to the post concerned, the officer holding charge of the post for the time being shall be the Member or Member Secretary, as the case may be, of the Committee.

33. Criteria, eligibility and procedure for promotion.-(1) As soon as the Appointing Authority determines the number of vacancies under rule 16 of these rules and decides that a certain number of posts are required to be filled in by promotion, it shall, subject to the provisions of sub-rule (6), prepare a correct and complete list of the senior most persons who are eligible and qualified under these rules for promotion on the basis of seniority-cum-merit or on the basis of merit to the class of posts concerned.

(2) The persons enumerated in column 6 of the Schedules shall be eligible for promotion to posts specified against them in column 2 subject to their possessing minimum qualifications

and experience on the first day of the month of April of the year of selection as specified in relevant column regarding minimum qualification and experience for promotion.

(3) No person shall be considered for first promotion in the Service unless he/she is regularly selected on the post from which promotion is to be made in accordance with one of the methods of recruitment prescribed under the provisions of these rules.

Explanation: In case direct recruitment to the post(s) has been made earlier than regular selection by promotion in a particular year, such of the persons who are or were eligible for appointment to that post by both the methods of recruitment and have been appointed by direct recruitment first, shall also be considered for promotion.

(4) The person who had not been considered for promotion upto the year 2019-2020 because he/she had more than two children on or after 1st June 2002 shall be considered for promotion from the date on which his/her promotion was due and on such promotion his/her pay shall be refixed at the pay which he/she would have drawn but no arrear shall be paid and if any person who has more than two children on or after 1st June,2002 and his promotion becomes due in the year 2020-2021 or thereafter shall be considered for promotion from the date on which his/her promotion becomes due and his/her pay shall be fixed for the promotional post, but he /she shall be entitled for annual increment notionally for three subsequent years and after such three years he/she shall be allowed actual benefits of such increments, however no arrears shall be paid for such notional increments. There shall be no consequential effect on subsequent promotions of the person promoted as per provisions of this sub-rule. The person already promoted shall not be reverted due to implementation of this sub-rule:

Provided that,-

(i) the persons having more than two children shall not be deemed to be disqualified for promotion so long as the number of children he/she had on 1st June, 2002 does not increase;

(ii) where a person has only one child from the earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children;

(iii) while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted;

(iv) any person, who performed re-marriage which is not against any law and before such re-marriage he is not disqualified for promotion under this sub-rule, he

shall not be disqualified if any child is born out of single delivery from such re-marriage.

(5) Selection for promotion on the post(s) included in the service shall be made on the basis of seniority-cum merit:

Provided that,-

(i) promotion on the highest post in the State service, if it is at least third promotion, shall be made on the basis of merit alone;

(ii) if the committee is satisfied that suitable persons are not available for selection by promotion to the highest post(s) strictly on the basis of merit in a particular year, selection by promotion to the highest post(s) on the basis of seniority-cum-merit may be made in the same manner as specified in these rules.

(6) The zone of consideration of persons eligible for promotion shall be as under:-

(i) Number of vacancies		**Number of eligible persons to be considered**
(a)	For one vacancy	five eligible persons
(b)	For two vacancies	eight eligible persons
(c)	For three vacancies	ten eligible persons
(d)	For four or more vacancies	eligible persons equal to three times of the number of vacancies.

(ii) Where the number of eligible persons for promotion to higher post is less than the number specified above, all the persons so eligible shall be considered.

(iii) Where adequate number of the candidates belonging to the Scheduled Castes or the Scheduled Tribes, as the case may be, are not available within the zone of consideration specified above, the zone of consideration may be extended to seven times of the number of vacancies and the candidates belonging to the Scheduled Castes or the Scheduled Tribes, as the case may be, (and not any other) coming within the extended zone of consideration shall also be considered against the vacancies reserved for them.

(iv) For any post in the service,-

(a) if promotion is from more than one categories of posts in the same level in pay matrix, eligible persons upto two in number from each category of posts in the same level in pay matrix shall be considered for promotion;

(b) if promotion is from more than one categories of posts carrying different levels in pay matrix, eligible persons in the higher level in pay matrix shall be considered for promotion first and if no suitable persons is available for promotion on the basis of merit or seniority-cum-merit, as the case may be, in the higher level in pay matrix than only the eligible persons of other categories of posts in lower level in pay matrix shall be considered for promotion and so on and so forth. The zone of consideration for eligibility in this case shall be limited to five senior most eligible persons in all.

(7) Except as otherwise expressly provided in this rule, the conditions of eligibility for promotion, constitution of the Committee and procedure for selection shall be the same as prescribed elsewhere in these rules.

(8) The Committee shall consider the cases of all senior most persons who are eligible and qualified for promotion to the class of post (s) concerned under these rules and shall prepare a list containing names of the person found suitable on the basis of seniority-cum-merit or on the basis of merit, as the case may be, as per the criteria for promotion laid down in these rules equal to the number of vacancies determined under these rules. The list so prepared on the basis of seniority-cum- merit and/ or on the basis of merit, as the case may be, shall be arranged in the order of seniority of the class of post (s) from which selection is made.

(9) The committee may also prepare a list on the basis of seniority-cum-merit or on the basis of merit, as the case may be, as per the criteria for promotion laid down in these rules, containing names of persons not exceeding the number of persons selected in the list prepared under sub-rule (8) above to fill temporary or permanent vacancies which may occur subsequently. The list so prepared on the basis of seniority-cum-merit or on the basis of merit shall be arranged in the order of seniority in the category of post from which selection shall be made. Such a list shall be reviewed and revised by the committee that meets in the subsequent year and that such list shall remain in force till the end of the last day of the year for which the meeting of the committee is held.

(10) Lists prepared under sub-rule (8) and (9) shall be sent to the Appointing Authority together with Annual confidential Reports/Annual Performance Appraisal Reports and other service records of all the candidates included in the lists as also of those not selected, if any.

Explanation: For the purpose of selection for promotion on the basis of merit, no person shall be selected if he/she does not have “Outstanding” or “Very Good” record of at least four out of seven years preceding the year for which the meeting of the committee is held.

(11) If in any subsequent year, after promulgation of these rules, vacancies relating to any earlier year are determined under these rules which were required to be filled in by promotion, the committee shall consider the cases of all such persons who would have been eligible in the year to which the vacancies relate irrespective of the year in which the meeting of the committee is held and such promotion shall be governed by the criteria and procedure for promotion as was applicable in the particular year to which the vacancies related and the service/experience of incumbent who has been so promoted, for promotion to higher post for any period during which he/she has not actually performed the duties of the post to which he/she would have been promoted, shall be counted. The pay of a person who has been so promoted shall be re-fixed at the pay which he/she would have derived at the time of his/her promotion but no arrears of pay shall be allowed to him/her.

(12) The Government or the Appointing Authority, as the case may be, may order for the review of the proceedings of the Committee held earlier on account of some mistake or error apparent on the face of record, or on account of a factual error substantially affecting the decision of the committee or for any other sufficient reasons e.g. change in seniority, wrong determination of vacancies, judgment/direction of any court or Tribunal, or where adverse entries in the confidential reports of an individual are expunged or toned down or a punishment inflicted on him is set aside or reduced. The concurrence of the Department of Personnel and the Commission (where Commission is associated) shall always be obtained before holding the meeting of the review committee.

(13) Where consultation with the Commission is necessary, the lists prepared by the Promotion Committee shall be forwarded to the Commission by the Appointing Authority along with the Annual Confidential Rolls/Annual Performance Appraisal Reports of all the persons whose names have been considered by the Promotion Committee.

(14) The Commission shall consider the lists prepared by the promotion committee along with other relevant documents received from the Appointing Authority and unless any change is considered necessary shall approve the lists. In case the Commission considers it necessary to make any change in the lists received from the Appointing Authority, it shall inform the Appointing Authority of the changes proposed by it. After taking into account the comments of the Commission, if any, the Appointing Authority may approve the lists finally with such modifications, as may, in its opinion be just and proper and when the Appointing Authority is an authority subordinate to the Government, the lists approved by the Government shall be disturbed only with the approval of the Government.

(15) Appointments shall be made by the Appointing Authority taking persons out of the lists finally approved under the preceding sub-rule (14) in the order in which they have been placed in the lists, till such lists are exhausted or reviewed and revised or remained in force as the case may be.

(16) The Government may issue instructions for provisionally dealing with promotions, appointments or other ancillary matters in an equitable and fair manner of persons who may be under suspension or against whom departmental proceedings is under progress at the time promotions are considered to a post to which they are eligible or would have been eligible but for such suspension or pendency of such enquiry or proceedings.

(17) The provisions of this rule shall have effect notwithstanding anything to the contrary contained in any provision of these rules.

34. Restriction on promotion of persons foregoing promotions.-In case a person, on his/her appointment by promotion on a next higher post either on the urgent temporary basis or on regular basis on the recommendation of the committee, foregoes such an appointment through his/her written request, and if the concerned Appointing Authority accepts his/her request, the person concerned shall be debarred from consideration for promotion (both on the basis of urgent temporary appointment or on regular basis) for subsequent two recruitment years for which the Committee is held and the name of such a person who foregoes promotion shall not be included in the seniority-cum-eligibility list to be placed before the Promotion Committee for subsequent two recruitment years.

PART-VI

Appointment, Probation and Confirmation

35. Appointment to the service.-Appointment to the post(s) in the service by direct recruitment as probationer trainee on fixed remuneration or by promotion, as the case may be, shall be made by the Appointing Authority on occurrence of substantive vacancies from the candidates selected under rule 29 in order of merit and by promotion from the person selected under rule 33.

36. Urgent temporary appointment.-(1) A vacancy in the service which cannot be filled in immediately either by direct recruitment or by promotion under these rules, may be filled in by the Appointing Authority by appointing in an officiating capacity thereto an officer eligible for appointment to the post by promotion or by appointing temporarily thereto a person eligible for direct recruitment to the Service, where such direct recruitment has been provided under the provision of these rules:

Provided that,-

(i) such an appointment shall not be continued beyond a period of one year without referring the case to the Commission for concurrence where such concurrence is necessary and shall be terminated immediately on its refusal to concur;

(ii) in respect of the service or a post in the service for which both the methods of recruitment have been prescribed, the Appointing Authority shall not, save with the specific permission of the Government in the Department of personnel, fill the temporary vacancy against the direct recruitment quota by a whole time appointment for a period exceeding three months otherwise than out of person eligible for direct recruitment and after short term advertisement.

(2) In the event of non-availability of suitable persons fulfilling the requirements of eligibility for promotion, the Government may notwithstanding the condition of eligibility for promotion required under sub-rule (1) above lay down general instructions for grant of permission on fill the vacancies on urgent temporary basis subject to such conditions and restrictions regarding pay and other allowances as it may direct. Such appointment shall however be subject to the concurrence of the Commission as required under the said sub-rule.

37. Seniority.-Seniority of persons appointed to post encadred in the service shall be determined from the date of appointment on the post after regular selection in accordance with the provisions of these rules. Appointment on ad-hoc or urgent temporary basis shall not be deemed to be appointment after regular selection:

Provided that,-

(i) the *inter se*-seniority of persons appointed to a post in a particular category by direct recruitment on the basis of one and the same selection except those who do not join service when a post is offered to them within a period of six weeks from the date of issue of order or longer, if extended by the Appointing Authority, shall follow the order in which their names have been placed in the list prepared under rule 29;

(ii) if two or more persons are appointed to the service during the same year, a person appointed by promotion shall rank senior to a person appointed by direct recruitment;

(iii) the persons selected and appointed as a result of a selection, which is not subject to review and revision, shall rank senior to persons who are selected and appointed as a result of subsequent selection;

(iv) seniority *inter se* of persons selected on the basis of seniority-cum-merit and on the basis of merit in the same selection shall be the same as in the next below grade;

(v) reservation for Scheduled Castes and Scheduled Tribes employees, with consequential seniority, shall continue till the roster points are exhausted and adequacy of promotion is achieved. Once the roster points are complete, the theory of replacement shall thereafter be exercised in promotion whenever vacancies earmarked for Scheduled Castes/Scheduled Tribes employees occur.

Explanation.-"Adequate representation" means 16% representation of the Scheduled Castes and 12% representation of the Scheduled Tribes in accordance with the roster point.

38. Period of probation.-(1) A person entering the service by direct recruitment against a clear vacancy shall be placed as the Probationer-trainee for a period of two years:

Provided that any period after such appointment during which a person has been on deputation on a corresponding or higher post shall count towards the period of probation.

(2) During the period of probation specified in sub-rule (1), each Probationer-trainee may be required to pass such Department Examination and to undergo such training as the Government may, from time to time, specify.

39. Confirmation in certain cases.-(1) Notwithstanding anything to the contrary contained in the preceding rule, a person appointed to a post in the service temporarily or on officiating basis who, after regular recruitment by any one of the methods of recruitment prescribed under these rules, has not been confirmed within a period of six months after satisfactory completion of the period of probation of two years service in case he/she is appointed by direct recruitment as a probationer-trainee or within a period of one year's service in case he is appointed by promotion shall be entitled to be treated as confirmed in accordance with his seniority if,-

(i) he/she has worked on the post or higher post under the same Appointing Authority or would have so worked but for his deputation or training;

(ii) he/she fulfils conditions as are prescribed under rule relating to confirmation subject to the quota prescribed under these rules; and

(iii) permanent vacancy is available in the Governor's Secretariat.

(2) If an employee referred to in sub-rule (1) above fails to fulfill the conditions mentioned in the said sub-rule, the period mentioned in sub-rule (1) above may be extended as prescribed for a probationer-trainee under the Rajasthan Civil Services (Departmental Examinations)

Rules, 1959 and any other rules or by one year, whichever is longer. If the employee still fails to fulfill the conditions mentioned in sub-rule (1) above, he shall be liable to be discharged or terminated from such post in the same manner as a probationer- trainee or reverted to his substantive or lower post, if any, to which he may be entitled.

(3) The employee referred to in sub-rule (1) above shall not be debarred from confirmation after the said period of service if no reasons to the contrary about the satisfactory performance of his work are communicated to him within the said period of service.

(4) The reasons for not confirming of any employee referred to in sub-rule (1) above shall be recorded by the Appointing Authority in his Service Book and Annual Performance Appraisal Report.

Explanation.-(i) Regular recruitment for the purpose of this rule shall mean:

(a) appointment by either method of recruitment or on initial constitution of service in accordance with the rules made under the proviso to Article 309 of the Constitution of India;

(b) appointment by transfer after regular recruitment where the Service Rules specifically permit;

(c) persons who have been made eligible for substantive appointment to a post under these rules shall be treated as having been regularly recruited:

Provided that it shall not include urgent temporary appointment or officiating promotion which is subject to review and revision.

(ii) Persons who hold lien on another cadre shall be eligible to be confirmed under this rule and they will be eligible to exercise an option whether they do not elect to be confirmed on the expiry of two years of their temporary appointment under this rule. In the absence of any option to the contrary they shall be deemed to have exercised option in favour of confirmation under this rule and their lien on the previous post shall cease.

40. Unsatisfactory progress during probation.-(1)If it appears to the Appointing Authority, at any time, during or at the end of the period of probation, that a services of a probationer-trainee are not found to be satisfactory, the Appointing Authority may revert him/her to the post on which he/she regularly selected immediately preceding his/her appointment as probationer-trainee or in other cases may discharge or terminate him/her from

service. The Appointing Authority shall accord appropriate opportunity to the probationer-trainee before final orders are passed in this respect:

Provided that the Appointing Authority may, if it so thinks fit in any case or class of cases, extend the period of probation of any probationer-trainee by a specified period not exceeding one year.

41. Confirmation.-A person placed on probation under rule 38 shall be confirmed in his/her appointment at the end of his period of probation if,-

(a) he/she has passed the departmental examination and has successfully undergone such training, as the Government may, from time to time, specify;

(b) he/she has passed a departmental test of proficiency in Hindi; and

(c) the Appointing Authority is satisfied that his/her integrity is unquestionable and that he/she is otherwise fit for confirmation.

PART-VII

Pay

42. Scale of Pay.-The pay in the level of pay matrix of a person appointed to a post in the service shall be such as may be admissible under the rules referred to in rule 44 or as may be sanctioned by the Government from time to time

43. Pay during probation.-A probationer-trainee appointed to the service by direct recruitment shall be paid monthly fixed remuneration during the period of probation at such rates as may be fixed by the Government, from time to time:

Provided that an employee having been regularly selected as per provisions of recruitment rules in the Government service may be allowed emoluments in his/her own pay scale in the existing pay scale of the post during service as probationer-trainee or fixed remuneration of the new post, whichever is advantageous to him/her.

44. Regulation of pay, leave, allowance, pension etc.-Except as provided in these rules, the pay, allowances, pension, leave and other conditions of service of a member of the service shall be regulated by-

(i) the Rajasthan Service Rules 1951, as amended from time to time;

(ii) the Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958, as amended form time to time;

(iii) the Rajasthan Travelling Allowances Rules, 1971, as amended from time to time;

(iv) the Rajasthan Civil Services (Conduct) Rules, 1971, as amended from time to time;

(v) the Rajasthan Civil Services (Pension) Rules, 1996, as amended from time to time;

(vi) the Rajasthan Civil Service (Revised Pay Scales) Rules, 1998, as amended from time to time;

(vii) the Rajasthan Civil Services (Contributory Pension) Rules, 2005, as amended from time to time;

(viii) the Rajasthan Civil Service (Revised Pay) Rules, 2008, as amended from time to time;

(ix) the Rajasthan Civil Services (Revised Pay) Rules, 2017, as amended from time to time; and

(x) any other rules prescribing general conditions of service made by the appropriate authority under the proviso to Article 309 of the Constitution of India and for the time being in force.

45. Removal of Doubts.-If any doubt arises relating to the application and scope of these rules, it shall be referred to the Government in the Department of Personnel, whose decision thereon shall be final.

46. Repeal and saving.-All rules and orders in relation to matters covered by these rules and in force immediately before the commencement of these rules are hereby repealed:

Provided that any action taken under the rules and orders so repealed shall be deemed to have been taken under the provisions of these rules.

47. Power to relax rules.-In exceptional cases where the Administrative Department of the Government is satisfied that operation of the rules relating to age or regarding requirement of experience for recruitment causes undue hardship in any particular case or where the Government is of the opinion that it is necessary or expedient to relax any of the provisions of these rules with respect to age or experience of any person, it may with the concurrence of the Department of Personnel, and in consultation with the Commission where necessary, by order dispense with or relax the relevant provisions of these rules to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner:

Provided that such relaxation shall not be less favorable than the provisions already contained in these rules. Such cases of relaxation shall be referred to the Commission, where necessary:

Provided that relaxation in the prescribed period of service or experience under this rule shall only be granted to the extent of 1/3 period of the service or experience prescribed for promotion to any post before holding the meeting of the Promotion Committee:

Provided further that where the prescribed period of experience for promotion to any post is less than 6 years, a committee headed by the Chief Secretary comprising of the Principal Secretary Finance, Principal Secretary/Secretary Department of Personnel and Principal Secretary/Secretary Administrative Department may consider the cases where forty five percent or more posts are vacant. The committee is empowered to suggest the quantum of the relaxation in experience which may be granted in such cases to address the issue of large number of vacancies in promotional posts subject to condition that such relaxation of experience shall not be more than two years.

Provided also that in case vacant post cannot be filled by promotion for want of prescribed experience on the lower post or experience of service or both, as the case may be, for the year 2023-24, a relaxation upto two years in experience of the lower post or experience of service or both, as the case may be, shall be given to fill vacant post. However where the experience prescribed for promotion is two years, relaxation shall be given for one year only. No one shall be promoted during the period of probation.

SCHEDULE- I

(State Service posts)

S.No.	Name of the post	Method of recruitment with percentage		Minimum qualification and experience for direct recruitment	Promotion		Remarks
		Direct Recruitment	Promotion		Post from which promotion is to be made	Minimum qualification and experience for promotion	
1	2	3	4	5	6	7	8
1.	Deputy Secretary (Tribal Welfare)	-	100%	-	Assistant Secretary	-	-
2.	Deputy Secretary (Steno Cadre)	-	100%	-	Private Secretary	-	-
3.	Assistant Secretary	-	100%	-	Section Officer	Three years' experience on the post mentioned in column 6	-
4.	Private Secretary	-	100%	-	Additional Private Secretary	Three years' experience on the post mentioned in column 6	

5.	Section Officer	-	100%	-	Assistant Section Officer	Two year's experience on the post mentioned in column 6	-

SCHEDULE-II

(Ministerial Service posts)

S.No.	Name of the post	Method of recruitment with percentage		Minimum qualification and experience for direct recruitment	Promotion		Remarks
		Direct Recruitment	Promotion		Post from which promotion is to be made	Minimum qualification and experience for promotion	
1	2	3	4	5	6	7	8
1.	Assistant Section Officer	-	100%	-	Clerk Gr.I	Five years' experience on the post mentioned in column 6	-
2.	Clerk Gr.I	-	100%	-	Clerk Gr.II	Five years' experience on the post mentioned in column 6, for Graduate, three years experience	-
3.	Additional Private Secretary	-	100%	-	Personal Assistant Grade-I	Five years' experience on the post mentioned in column 6	
4.	Personal Assistant Grade-I	-	100%	-	Personal Assistant Grade-II	Five years' experience on the post mentioned in column 6	
5.	Personal Assistant Grade-II	100% by competitive examination through the Board in accordance with the scheme and syllabus prescribed under the Rajasthan Subordinate Offices Ministerial Service Rules, 1999	-	Qualifications as laid down in the Rajasthan Subordinate Offices Ministerial Service Rules, 1999	-	-	

6.	Clerk Gr.II	85% by competitive examination through the Board in accordance with the scheme and syllabus prescribed under the Rajasthan Subordinate Offices Ministerial Service Rules, 1999	15%	Qualifications as laid down in the Rajasthan Subordinate Offices Ministerial Service Rules, 1999	Class IV employees	5 years experience on the post mentioned in column 6 and possessing qualifications for direct recruitment on the post of Clerk Gr.II	-

SCHEDULE-III
(Subordinate Service posts)

S.No.	Name of the post	Method of recruitment with percentage		Minimum qualification and experience for direct recruitment	Promotion		Remarks
		Direct Recruitment	Promotion		Post from which promotion is to be made	Minimum qualification and experience for promotion	
1	2	3	4	5	6	7	8
1.	Chef	-	100%	-	English Cook	Three years' experience on the post mentioned in column 6	-
2.	Telephone operator	100%	-	Senior Secondary from a recognized Board or its equivalent examination with training in telephone operating from a recognized institute	-	-	-
3.	House Keeper	100%	-	Graduate of a University established by law in India and Post Graduate Diploma in accommodation operation and Management from recognized Institute of Hotel Management and catering or Senior Secondary of a recognized Board and Trade Diploma in House Keeping	-	-	-

				from recognized Food Craft Institute or recognized Institute of Hotel Management and Catering.			
4.	Deputy Librarian	100%	-	Graduate with Degree in Library Science of a University established by law in India with 5 years' experience on the post of Assistant Librarian in a Government Department or recognised Institution.	-	-	-
5.	Library Assistant	100%	-	Senior Secondary from a recognized Board or its equivalent examination with Certificate Course in Library Science and having knowledge of typing on computer. Preference shall be given to those who are Graduate from a University established by law in India with Certificate Course in Library Science	-	-	-
6.	Mechanic-cum-Driver	100%	-	Senior Secondary from a recognized Board or its equivalent examination, with Diploma in Motor Mechanic and heavy and Light vehicle driving license.	-	-	-
7.	Driver	90%	10%	Secondary from a recognised Board or its equivalent examination and having valid licence to drive a light or heavy transport vehicle as per requirement of the Head of Department and three years' experience as a Driver and must have – 1.Sight6X6 with or without glasses;	Helper/ Khalasi/ Peon	Secondary from a recognised Board or its equivalent examination and having valid licence to drive a light or heavy transport vehicle as per requirement of the Head	

				and 2.Knowledge of road side repairs of vehicle and efficiency in driving to be examined through a trade test by the Appointing Authority.		of Department and three years' experience as a Driver and must have – 1.Sight6X6 with or without glasses; and 2.Knowledge of road side repairs of vehicle and efficiency in driving to be examined through a trade test by the Appointing Authority.	
8.	Steward	-	100%	-	Butler	Three years experience on the post mentioned in column 6	-
9.	Butler	-	100%	-	Waiter	Three years experience on the post mentioned in column 6	-
10.	Mason	100%	-	Secondary from a recognized Board or its equivalent examination having certificate in Mason trade from ITI	-	-	-
11.	Upholster	100%	-	Secondary from a recognized Board or its equivalent examination having certificate in Upholstery trade from ITI	-	-	-
12.	English Cook	85%	15%	Senior Secondary from a recognized Board or its	Deshi Cook	Three years experience on the post	-

				equivalent examination with Certificate in foreign cooking trade from a recognized institute		mentioned in column 6	
13.	Deshi Cook	85%	15%	Secondary from a recognized Board or its equivalent examination with Certificate in native cooking trade from a recognized institute	Mashalchi	Three years experience on the post mentioned in column 6	-
14.	Washer-man (Dhobi)	100%	-	Secondary from a recognized Board or its equivalent examination and knowledge and experience of washing cloths	-	-	-
15.	Painter	100%	-	Secondary from a recognized Board or its equivalent examination and Certificate in painting from ITI	-	-	-
16.	Carpenter	100%	-	Secondary from a recognized Board or its equivalent examination and Certificate in Carpentry from ITI	-	-	-
17.	Electrician Gr.II	100%	-	Secondary from a recognized Board or its equivalent examination and Certificate in Electrical from ITI	-	-	-
18.	Plumber	100%	-	Secondary from a recognized Board or its equivalent examination and knowledge and experience in plumbing work	-	-	-
19.	Waiter	100%	-	Secondary from a recognized Board or its equivalent examination	-	-	-

SCHEDULE-IV
(Class IV Service)

S.No.	Name of the post	Method of recruitment with percentage		Minimum qualification and experience for direct recruitment	Promotion		Remarks
		Direct recruitment	Promotion		Post from which promotion is to be made	Minimum qualification and experience for promotion	
1	2	3	4	5	6	7	8
1.	Jamadar/ Dafatry/Head Mali	-	100%	-	Peon/Farrash/ Mali/Mashalchi/ Chowkidar/ Khalasi/ Attendant/Bhisti/ Massanger/Sweeper/Mate/Beldar/ Helper	Five years' experience on the post mentioned in column 6	
2.	Peon/ Farrash/Mali/ Mashalchi/Chowkidar/ Khalasi/Attendant/ Bhisti/Massanger/ Sweeper/Mate/Beldar/ Helper	100%	-	Secondary from a recognized Board or its equivalent examination	-	-	.

[No. F. 1(1)DOP/A-II/20224]
By order and in the name of the Governor,
DINESH KUMAR SHARMA,
JOINT SECRETARY TO THE GOVERNMENT.

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